



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5/21/74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. / Date Completed MAY 23 1974 74-172 JUN 18 1974	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Parks and Historic Sites Division 270 Washington Street, S.W., Room 707 Atlanta, Georgia 30334		4. Person to Contact Henry D. Struble	
				5. Working Title Dir. Pks. & Hist.	
				6. Tel. No. 656-2754	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1964 to date		9. Exact Series Title LEGISLATIVE INSPECTION TOUR OF STATE PARKS REPORT FILE			
10. What is the function of the office in which this record series is created? The Parks and Historic Sites Division is responsible for acquiring, preserving and protecting natural, historical, recreational and scenic areas of unique, irreplaceable statewide significance and establishing, developing and operating State Parks and Historic Sites that provide recreational and educational opportunities for the Public. X					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: inspection tours of Georgia state parks conducted by the Parks and Recreation Subcommittee of the Georgia House of Representatives Recreation Committee. The inspection tours are conducted four times a year between June and October. Included are: Legislative Inspection Tour Report which includes itineraries and schedules; park descriptions; maps; statistical information on park attendance, physical facilities, income, future plans and projected material and economic needs; and related support documents. File is arranged: Chronologically by inspection tour date					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1.05	
Legal-size File Drawers		1 1/2	3	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				8 4 2 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? (See Below) [X] []

24. REQUIREMENTS. The following requires the files to be kept 2 years

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION X. OTHER
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each [] CALENDAR YEAR - ☒ FISCAL YEAR - [] OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- ☒ Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

This record series gives substantive information about the development programs, functions, goals, revenue, organization and leadership of the State Parks. This record series is also a continuing reference source for State Legislators.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>J. M. Hearn</u> Date <u>5/21/74</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<u>[X] Approved</u> [] Disapproved	<u>[Signature]</u>	<u>5/22/74</u>
	State Auditor/Designee	<u>[X] Approved</u> [] Disapproved	<u>William M. Dixon</u>	<u>6-14-74</u>
	Secretary of State/Designee	<u>[X] Approved</u> [] Disapproved	<u>Carroll Hart</u>	<u>6-13-74</u>
	Attorney General/Designee	<u>[X] Approved</u> [] Disapproved	<u>[Signature]</u>	<u>6-14-74</u>

STATE RECORDS COMMITTEE